

**TOWN OF WESTFORD
BUDGET WORKSHOP
FEBRUARY 16, 2008**

- I. Interim Town Manager Overview 8:30 a.m.**

- II. Department Presentations-Brief Overview**
 - ❖ Workings of the Department
 - ❖ Organizational Chart
 - ❖ Operating Budget Request vs. Town Manager Recommendation
 - ❖ Capital Budget Request

- A. General Government 8:45 – 10 a.m.**
 - 1. Board of Selectmen
 - 2. Town Manager
 - 3. Town Counsel
 - 4. Town Hall Maintenance
 - 5. Finance Department
 - a) Finance Committee
 - b) Finance Department
 - c) Town Accountant
 - d) Tax Collector
 - e) Board of Assessors
 - 6. Human Resources
 - 7. Technology
 - 8. Town Clerk
 - 9. Permitting Department
 - a) Permitting Department
 - b) Conservation Commission
 - c) Planning Board
 - d) Zoning Board of Appeals
 - e) GIS
 - f) Building Department
 - g) Engineering

- B. Public Safety 10:00 – 11:00 a.m.**
 - 1. Police Department
 - 2. Fire Department / Ambulance Enterprise
 - 3. Emergency Management
 - 4. Animal Control

- C. Public Works 11:00 – 11:30 a.m.**
 - 1. Highway
 - 2. Snow & Ice
 - 3. Street Lights
 - 4. Stormwater Management
 - 5. Recycling
 - 6. Solid Waste
 - 7. Sewerage Collection
 - 8. Tree Warden

- D. Health & Human Services 11:30 – 12:00 noon**
 - 1. Board of Health
 - 2. Council on Aging
 - a) Adult Supportive Day Center
 - b) Senior Center
 - c) Council on Aging
 - 3. Veterans

- E. Lunch Break 12 Noon – 12:45 p.m.
 - F. Culture & Recreation 12:45 – 1:15 p.m.
 - 1. Library
 - 2. Cemetery
 - 3. Recreation Enterprise
 - 4. Parks
 - 5. Historical Commission
 - 6. Roudenbush Community Center
 - G. Education 1:15 – 2:15 p.m.
 - 1. Westford Public Schools
 - 2. Nashoba Tech
 - H. Community Preservation 2:15 – 2:30 p.m.
 - I. Debt Service 2:30 – 2:45 p.m.
 - J. Employee Benefits & Insurance 2:45 – 3:00 p.m.
 - K. Water Department 3:00 – 3:15 p.m.
- III. Wrap-up Discussion/Where do we go from here? 3:15 – 4:00 p.m.
- A. Selectmen/Interim Town Manager/Finance Committee